

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

NOTIFICATION OF INTENT TO ENGAGE IN OUTSIDE WORK OR ACTIVITY

| PART A - FOR COMPLETION BY EMPLOYEE | |
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| 1. Employee's Name and Duty Location: | 2. Hours per Week of Outside Work or Activity: |
| 3. Position Title & Grade: | 4. Name and Address of Outside Organization: |
| 5. Explain any official dealings you have, or may have, with your proposed employer: | |
| 6. Briefly explain outside work or activity. Describe any involvement with (1) other DOI Bureaus, (2) other Government agencies, (3) regulated firms, if any, and (4) duration of outside activity (use separate sheet if necessary): | |
| <p>7. CERTIFICATION:</p> <p>I certify that the work or activity outlined above does not pose a real or apparent conflict of interest with my regular duties and that it will be performed only in a non-duty status without the use of Government facilities, equipment, supplies, or official information which is not available to the public, and within the restrictions given in 5 CFR 2635, Part G.</p> <p>Employee's Signature: _____</p> <p>Date: _____</p> | |
| PART B - REVIEW | |
| <p>1. I certify that I have reviewed the above statement and certify that the work or activity outlined does not pose a real or apparent conflict of interest with the employee's official duties. I certify that I will not assign any future duties which could place the employee in violation of the law. Should a situation arise where conflicting assignments must be made, the employee will be given prior notice and counseled in the steps to be taken to remain in compliance with applicable statutes and regulations.</p> <p>Supervisor's Signature: _____ Date: _____</p> | |
| <p>2. Procedural Review (Ethics Official):</p> <p>Ethics Official's Signature: _____ Date: _____</p> | |